



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY WEST  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

PERSUPPACTWESTINST 7200.6B  
Code N3

JAN 24 2002

PERSONNEL SUPPORT ACTIVITY WEST INSTRUCTION 7200.6B

Subj: RETENTION/DISPOSITION OF DISBURSING RECORDS

Ref: (a) DODFMR, Vol. 5, Chapter 21

1. Purpose. To provide information and instructions for the retention and proper disposition of disbursing records.

2. Cancellation. PERSUPPACTWESTINST 7200.6A.

3. Information. Reference (a) contains information concerning required periods of local retention of records, proper disposition of the records after expiration of the required retention period, and instructions for completing shipping forms and packaging of the records for shipment.

4. Periods of Retention and Disposition Instructions

a. Fiscal documents as listed in reference (a) will be retained on board for six (6) years and three (3) months, then destroyed.

b. Disbursing records, other than those described above, i.e., IATS Travel Vouchers, will be retained on board for six (6) years and three (3) months, then destroyed.

5. Action. PERSUPPDETs shall institute procedures that ensure disbursing records are systematically destroyed or shipped to the appropriate Federal Records Center for further storage and later destruction when records are no longer required to be retained on board.

  
CAROLINE B. KONCZEY

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